

SENIOR ACCOUNTANT

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional work involving the preparation and/or maintenance of fiscal and related records; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating and preparing accounting, budget and related financial statements and reports; maintaining financial records and files; preparing financial reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs difficult analytical professional and administrative work related to planning, preparing, maintaining, monitoring and evaluating complex financial records and reports of County-wide and Schools operations.
- Serves as a resource for county agencies on grants accounting matters.
- Maintains complex accounting records in compliance with State and Federal regulations and guidelines.
- Reviews and analyzes the impact of legislative, regulatory, judicial and other issues affecting or related to County financial matters.
- Exercises control and accountability of a variety of large Federal and State grants
- Reviews, analyzes, evaluates and prepares complex monthly financial transactions, reports, analyses, and reconciliations relating to all operations, capital projects, fixed assets, investments and debt.
- Assists in the training and supervision of County staff on departmental and accounting policies, procedures and automated systems
- Participates in the coordination of the annual audit for the CAFR and Federal Grants Single Audit by its external auditors.
- Schedules and supervises or performs audits and investigations to ensure the authenticity and legality of expenditures
- Provides expertise and assistance to the Director of Finance and other department heads as requested.
- Researches accounting issues and new accounting pronouncements; analyzes impact on current operations and recommends implementation.
- Participates in the formulation, documentation and administration of accounting policies and procedures
- Prepares statements for capital improvement funds to determine funding availability and/or the need to sell bonds
- Reviews long-range revenue and expenditure estimates to ensure availability of funds
- Serves as agency contact and expert on fiscal automation
- Prepares and/or analyses financial statements and reports; makes recommendation resulting from the analyses.
- Provides assistance to outside auditors by preparing work papers and financial reports as required.
- Coordinates the gathering of financial information from various agencies and financial reporting system and prepares the various sections of the Comprehensive Annual Financial Report (CAFR).
- Oversees the maintenance of numerous funds/subfunds and accounts including planning, organizing and participating in the reconciliation of assigned funds.
- Monitors the accounting activity recorded by County's agencies online financial accounting management information system for a fund or group of funds.
- Prepares long-range revenue and expenditure estimates necessary to forecast economic feasibility of various projects.
- Reviews and verifies postings to appropriate ledgers and subsidiary accounts.
- Monitors and arranges debt service activity for all existing issues of the County's general obligations and revenue bonds.
- Prepares or assists in the development of agency budget and monitors budget status.
- May supervise lower-level professional and/or paraprofessional accounting support staff.
- Serves as liaison with County agencies to explain accounting procedures necessary to fulfill accounting requirements.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles, methods and practices of governmental accounting and fiscal management, and the ability to apply them to complex governmental accounting systems; thorough knowledge of the Federal, State and County laws and regulations governing County financial matters; thorough knowledge of modern office methods, practices and equipment; ability to plan, direct and supervise to activities of professional accountants engaged in complex accounting work; ability to prepare, coordinate and maintain comprehensive complex financial reports and records; ability to analyze and evaluate complex financial systems; ability to express technical ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to develop and implement sound accounting policies and procedures; ability to establish and maintain effective working relationships with officials, associates and the general public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and considerable governmental finance experience. CPA and CPFO preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.